

***FY 2017* CHARLES COUNTY GOVERNMENT**  
**DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT**  
**FINAL PLAT COMPLETENESS REVIEW AND CHECKLIST**

The following checklist has been prepared to assist plat reviewers and preparers on the plat approval process. It is intended to supplement the minimum submission requirements in Appendix A of the subdivision regulations with a list of the most commonly used regulatory requirements. It is not intended to replace applicable county ordinances or anticipate every applicable requirement.

Project Name (on Final Plat) \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Owners Name: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_  
PGM # on Application \_\_\_\_\_  
Site Plan # \_\_\_\_\_  
Bldg. Permit # \_\_\_\_\_  
Preliminary Plan # \_\_\_\_\_

**Property Info:**

- ☐ Tax Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Grid # \_\_\_\_\_ ☐ Census # \_\_\_\_\_
- ☐ Elec. Dist \_\_\_\_\_ Acreage \_\_\_\_\_ No. Lots \_\_\_\_\_ ☐ Tier # \_\_\_\_\_
- ☐ Residue (10 Acres minimum) Amount \_\_\_\_\_ ☐ Development District (in/out) \_\_\_\_\_
- ☐ Tax ID # \_\_\_\_\_ ☐ Priority Funding Area (in/out) \_\_\_\_\_
- ☐ Plat Title Block (include Plat Name, Section/Phase, Lot Numbers)
- ☐ Total Acreage of Residential Building \_\_\_\_\_

**Type of Plat**

- ☐ Creation of Buildable Lots                      Major    Minor  
(Address Common access driveway layout and Flag lots with common access driveway, if included)
- ☐ Boundary Line Adjustment
- ☐ Plat of Correction
- ☐ Survey Plat or Boundary Survey

**I. COMPLETENESS REVIEW LIST**

- ☐ Eleven (11) 18" x 24" Paper Prints of Final Plat
- ☐ Complete, Signed, & Dated Application per approval, Final Subdivision Plat

- ☐ Appropriate fees (Final Plat, Forest Conservation, etc.)
- ☐ Forest Stand Delineation and Conservation plan, or other means of compliance such as a DOI
- ☐ 2 Site Plans (COPY OF FINAL PLAT) SHOWING ALL EXISTING STRUCTURES and THEIR ORIENTATIONS (ALL PROPERTIES); also (ALL PROPERTIES); on parcels with Resource Protection Zone and steep slopes > 15% adjacent to the RPZ, topography @ 2 foot intervals (RPZ PROPERTIES); outline of proposed building envelope, paved drives and other impervious surface areas (CBCA); and, on properties located in the CBCA, other information, as deemed necessary, which may include the following: slopes > 15%, hydric or highly erodible soils, location of rare, threatened or endangered species or Habitat Protection Areas on site, mean high water line, anadromous fish spawning areas, waterfowl staging areas, colonial waterbird nesting sites, forest areas to be cleared
- ☐ Deed restrictions or Homeowner's Association documents, as applicable
- ☐ Copy of Preliminary Plan & Approval Letter (IF APPLICABLE)
- ☐ 911 Road Name Approved Letter
- ☐ Sewage Easement Plat
- ☐ Copy of Development Services Permit Approval Letter (IF APPLICABLE)

## II. ZONING ORDINANCE

### A. General Information

Zoning \_\_\_\_\_ Zoning of adjoining Parcels \_\_\_\_\_

Area Requirement Amount _____	Yes	No	N/A
Dimensional requirements _____	Yes	No	N/A
Frontage Requirement _____ Ft.	Yes	No	N/A
Density Requirement _____			

Total Acres \_\_\_\_ x Density \_\_\_\_ = Dwelling Units \_\_\_\_

Building Restriction Lines \* \_\_\_\_\_ Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

\*(See criteria under Section 26, Yard Requirement, below)

Lot located in more than one zone \_\_\_\_\_ (IF NO, SKIP TO NEXT ITEM)

If < 2 acres, zone which constitutes larger portion of lot applies

If > 2 acres, each portion subject to regulations of zone in which it is located

### B. General Lot Requirements (Section 25)

- ☐ SEC 25A - Not more than 1 principal building used for dwelling purposes per lot.
- ☐ SEC 25B - Subdivision must comply with requirements of zoning ordinance.
- ☐ SEC 25C - Lot must abut public/private road for at least 25 feet, or as otherwise required.
- ☐ SEC 25D - Area within Right-of-Way cannot qualify as part of required minimum area.

- SEC 25D - Area within handle of panhandle/flag lot cannot qualify as part of required minimum area.
- SEC 25E - If more restrictive area required by State Health or County Law, must provide
- SEC 25F - Panhandle lots, finding
  - a. Allowed to achieve better use of irregularly shaped parcels
  - b. Avoid development in areas with environmentally sensitive features
  - c. Minimize access to collector or arterial roads
- Minimize width of panhandle frontage must be 1 Lot (15 ft) 2+ lots (12.1/2 ft per lot).
  - a. If located in AC or RC zone, number not restricted
  - b. If located in other Residential zone, number limited to 3, or 5% of lots intended for detached, or 10% of lots intended for attached dwellings

**C. General Yard Requirements (Section 26) and Text Amendment #46-02**

**SEC 26A - Front Yard Depth**

- I. If public road, measured from public road right-of-way
- ii. If private road or access driveway, from line 10 feet from and parallel to the traveled roadway or ten (10) feet from and parallel to line established as private right-of-way, whichever greater
- iii. If panhandle lot not served by access driveway, from end of the handle and extend across the lot where the min. front yard setback met or where min. lot width is met, whichever >. Must extend in straight line from points. Along side lot lines which are approx. Equidistant from end of handle
- iv. If lot with frontage on County Road W/O established R-O-W lines, measured from a line 30 feet from and parallel to center line of traveled roadway

**- Corner and Through Lots**

- I. Full front yard of required depth provided off both front lines
- ii. In case of through lots, front yards provided off all front lot lines

**D. Accessory Uses and Structures (Section 29)**

- No accessory use or structure on any lot prior to substantial completion of construction of principal structures
- No accessory use or structure within required front yard, except Agricultural.
- No Agricultural or Residential accessory use within 6 feet of any side or rear lot line.
- Business, Industrial or Institutional accessory; structures subject to same setbacks as required for principal structure.

- ☐ Accessory structures not located within any record easement area.
- ☐ Accessory structures located at least 6 feet from any other bldg. On same lot.
- ☐ Recreational facilities (pools, tennis courts, etc.) must be 10 feet from side/rear line.

**E. Overlay Zones (Article VIII)**

- ☐ Chesapeake Bay Critical Area  
Has plat been reviewed by Environmental Section for compliance?
- ☐ Growth Allocation Zone (For properties within CBCA)  
Has applicant applied for GA? \_\_\_\_\_  
If yes, approved by Environmental Section? \_\_\_\_\_
- ☐ Highway Corridor Overlay Zone  
Is property located within the limits of the HCOZ? \_\_\_\_\_  
If yes, has the boundary been shown as a surveyed line on the plat? \_\_\_\_\_  
If yes, has bufferyard/building setback requirement been shown? \_\_\_\_\_
- ☐ Resource Protection Overlay Zone  
Has plat been reviewed by Environmental Section for Compliance?

**F. Miscellaneous**

**Type of Lot**

Building Lot \_\_\_\_\_  
 Non-Building Lot \_\_\_\_\_  
 Addition To Existing Lot \_\_\_\_\_  
 Boundary Adjustment \_\_\_\_\_

**Lot Access**

County Road \_\_\_\_\_  
 State Road \_\_\_\_\_  
 Public \_\_\_\_\_  
 Private \_\_\_\_\_  
 ROW Width \_\_\_\_\_  
 Previously Recorded? \_\_\_\_\_  
 Additional Dedication Requirements \_\_\_\_\_  
 Other \_\_\_\_\_

(NOTE: Exception Request Required If Private R-O-W) If so, how much? \_\_\_\_\_

- |                          |  |     |    |
|--------------------------|--|-----|----|
| <input type="checkbox"/> | Flag Lot   | Yes | No |
| <input type="checkbox"/> | Number of Flag lots _____  |     |    |
|                          | If yes, have covenants for driveway maintenance been submitted?            | Yes | No |
| <input type="checkbox"/> | If yes, has certification been included that plat is subject to covenants? | Yes | No |
| <input type="checkbox"/> | Justification  | Yes | No |
| <input type="checkbox"/> | Length of each of the flag lots _____                                      |     |    |

- ☐ Submit approval letter for Development Services Permit for common access driveway and associated Stormwater Management, including Stormwater Management easement information. Yes    No

**G. Lots Not Subject to School Allocations for Age Restricted Communities (Article XVI)**

A General Note *"This plat is not subject to school allocation as this development is deed restricted to residency of at least one individuals age 55 years or older and further restricted by deed to excluded school age children from permanently residing on the property."*

Remove the School Allocation block as the school allocation issue has been exempted by Article XVI, ' 297-258 (A) of the Zoning Ordinance.

**H. TDR'S**

TDR'S # must be shown on the Plat. Yes    No

**III SUBDIVISION REGULATIONS**

**A. Preliminary Plan Compliance**

- ☐ Preliminary Plan No.: \_\_\_\_\_
- ☐ Date Approved: \_\_\_\_\_
- ☐ Conditions (Attach Copy of Approval Letter)
- ☐ General Note added to read *"This plat was prepared in compliance with Preliminary Plan #\_\_\_\_\_."*

**B. General Style and Form**

- ☐ 18" x 24" Plats
- ☐ Scale: 1"=100' Other \_\_\_\_\_
- ☐ E.D., Co. & State
- ☐ All Owner=s Name & Address
- ☐ Engineer/Surveyor=s Name & Address
- ☐ Northpoint, Scale, Date, Reference System \_\_\_\_\_
- ☐ Vicinity Map(1"= 2000' or larger
- ☐ Text Size (1/8 in. Height Minimum)
- ☐ Vicinity Northpoint
- ☐ Provide Legend (symbols, hatching or line type)\_\_\_\_\_
- ☐ Graphic Scale

### C. Graphic Information

- ☐ Boundaries included
- ☐ Bearing & Distances included
- ☐ Monuments included
- ☐ Adjoining property names, zoning, locations
- ☐ Location, Width & Name of Adjacent Roads/Streets
- ☐ Location, Width & Name of Interior Roads/Streets
- ☐ Area Computation (Sq. Ft. & Acreage in nearest thousandth)
- ☐ Bldg. Restriction Lines
- ☐ Blocks (Alpha) and Lots (Numerical)
- ☐ Reservation Areas noted
- ☐ Municipal/District lines
- ☐ Existing Waterways or Streams noted
- ☐ Include all existing structures
- ☐ Residue lots of less than ten (10) acres includes metes and bounds
- ☐ Bufferyards (Highway Corridor, RPZ, Critical Area, between adjacent Zones)
- ☐ Existing & Proposed Drainage Easements (IF APPLICABLE)
- ☐ Existing & Proposed Stormwater Management Easements (IF APPLICABLE)
- ☐ Common Access Driveway Easement (IF APPLICABLE)

#### Flag Lots

- ☐ Any Flag Lots? YES NO
- ☐ How many Lots? \_\_\_\_\_
- ☐ Will a Joint Access Maintenance Agreement be required? \_\_\_\_\_
- ☐ Contact 911 Addressing to obtain approval for an approved name for that Private Road. If 2 or more Lots on that private road, furnish a draft copy of the joint access maintenance agreement for that private road.
- ☐ A General Note to read “*(Road Name) is a Joint Access Agreement for Lots \_\_\_\_\_ of \_\_\_\_\_ Subdivision and is subject to a Joint Access Maintenance Agreement. Execution and maintenance in accordance with this Agreement shall be the responsibility of the owners of Lots \_\_\_\_\_. ”*
- ☐ A Copy of the Joint Access Maintenance Agreement has been submitted. \_\_\_\_\_
- ☐ The front building restriction line for flag lots is measured at points approximately equidistant from the end of the flag. Please apply this to all flag lots.
- ☐ The area within the "handle" (of a panhandle) flag lot shall not be considered part of the required minimum area. Provide the area of the lot not including the "handle" area to show that the lot meets the minimum three acre requirement. This area can be written under the total lot area with a description.

- ☐ Submit approval letter for Development Services Permit for common access driveway and associated Stormwater Management, including Stormwater Management easement information.
- ☐ A General Note to read “The common access driveway is subject to a Private Stormwater Management Inspection & Maintenance Agreement and the maintenance shall be the responsibility of the owners of Lots \_\_\_\_\_. ”
- ☐ A Copy of the Private Stormwater Management Inspection & Maintenance Agreement has been submitted. \_\_\_\_\_

**E. Approval Blocks (See Attachment G for Samples)**

- ☐ Boundary Survey requires no signature blocks.
- ☐ All plats require the following be included:  
PC Recordation Stamp\_\_\_\_\_
- ☐ No Water/Sewer Allocation or School Allocation signature blocks needed.
- ☐ Boundary Line Adjustment, Easement Plats, Plats of Correction require:
  - ☐ Director of Planning  
*“This Plat has been reviewed and found to be in conformance with all applicable county ordinances, plans and policies.”*
  - ☐ Health Department  
*This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03*
  - ☐ No Water/Sewer Allocation signature block needed.
  - ☐ School Allocation signature block required only if a new lot is created.
- ☐ All plats require the following be included:  
PC Recordation Stamp\_\_\_\_\_
- ☐ Water/Sewer Allocation signature block is required for major residential properties which are to be served by County Water and/or Sewer facilities.
- ☐ All other Final Plats require the following signature blocks:
  - ☐ Director of Planning/Planning Director  
*“This Plat has been reviewed and found to be in conformance with all applicable county ordinances, plans and policies.”*
  - ☐ Director, Charles County Environmental Health  
*“This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03.”*
  - ☐ All plats require the following be included:  
PC Recordation Stamp\_\_\_\_\_

**F. Bufferyards**

- ☐ A bufferyard "B" must be shown with any proposed residential use of a net density of 2 or more times that of the adjacent existing or approved residential use.
- ☐ A bufferyard must be shown between adjacent Zones
- ☐ Highway Corridor
- ☐ RPZ
- ☐ Critical Area

**G. Deeds of Consolidation**

All Final Plats of Subdivision with Subsequent Consolidation; such plats will require a deed reflecting the consolidation to assure that the parcels are not inadvertently sold off or built on. A General Note should be added to the plat to read *"A deed of consolidation for \_\_\_\_\_ as recorded \_\_\_\_\_ will be recorded in the Charles County Land Records within 30 days of the Recordation of the final plat. The consolidation of these parcels creates one lot \_\_\_\_ as defined by the Charles County Zoning Ordinance."*

To assure that this takes place in a timely manner, the applicant shall submit a copy of the deed including language stating that the parcels are incorporated as one prior to plat Recordation. Further, no distribution of the plats will occur until the recorded deed is presented to the Planning Division. Submit a Sample Copy of Recorded Consolidation Document \_\_\_\_\_

**H. Certifications (see Appendices in Subdivision Regulations)**

- ☐ Owners Certification:

Lienholder Information	Yes	No	N/A
Signatures/Witness	Yes	No	
Offer of Dedication-Roads, etc.	Yes	No	N/A
Establish Building Restriction Lines	Yes	No	N/A
Establish the Easements for the purposes shown	Yes	No	N/A
Dedication of Road Widening	Yes	No	N/A
  
- ☐ Surveyors Certification:

Monument Statement	Yes	No
Compliance with Sub. Regulations	Yes	No
Seal of Registered Surveyor	Yes	No
Inter-Family Transfer	Yes	No
Statement on Final Plat	Yes	No



**I. Roads - General**

Dedication of Right of Way (ROW)	Yes	No	NA
Road Classification, Any Provided	Yes	No	NA
Adheres to County Access Mgt Plans	Yes	No	NA
Delineates Road ROW of Capital (C.P.) Rd Projects	Yes	No	NA
Delineates Road ROW of State Rd. Projects	Yes	No	NA
Auxiliary Lanes Provided	Yes	No	NA
Row Dedication	Yes	No	NA
3 Step Stormwater Management Required	Yes	No	NA

**J. Bonding/Developers Agreement**

- ☐ Method of Bonding: Bond Build First  
If bonding, date surety sent to county (PGM): \_\_\_\_\_  
Date Bond's Approved by County: \_\_\_\_\_  
Date Developer's Agreement Approved by County: \_\_\_\_\_

**K. School Allocation**

- ☐ School Allocation Granting Letter (Submit Copy) #\_\_\_\_\_ of Allocations  
☐ 20% School Allocation/Alloc. Reserve Fee #\_\_\_\_\_ of Allocs \$ Amount\_\_\_\_\_Paid  
☐ School Allocation Stamp on Plat Yes No NA

**L. Water/Sewer Allocation**

- ☐ W/S Approval Letter (Submit copy) #\_\_\_\_\_ of Lots  
☐ 30% Sewer Deposits #\_\_\_\_\_ of Lots \$ Amount\_\_\_\_\_  
☐ 30% Water Deposits #\_\_\_\_\_ of Lots \$ Amount\_\_\_\_\_  
☐ Water/Sewer Allocation Stamp Yes No NA

**M. Environmental Checklist for Subdivision Plats (Amended 3-26-03)**

**1. GENERAL**

- N/A ☐ Location of non-tidal and tidal wetlands and buffer within 200 feet of the property boundaries  
N/A ☐ A note that indicates where the location of the wetlands came from; NWI, USGS, field delineated (in same cases field delineated may be required)  
N/A ☐ Location of field delineated streams on the project site  
N/A ☐ Location of streams within 200 feet of the project site; field delineated or from available maps  
N/A ☐ Delineation of the Resource Protection Zone in accordance with the **Charles County Zoning Ordinance** Article 171

- N/A    ☐    Expansion of the Resource Protection Zone in accordance with the **Charles County Zoning Ordinance** Article 172
- N/A    ☐    Resource Protection Zone note: *“There shall be no clearing, grading, construction or disturbance of vegetation in the Resource Protection Zone except as may be permitted by the Charles County Planning Commission.”*
- N/A    ☐    Copy of the review letter from Department of Natural Resources in regards to Rare, Threatened and Endangered Species, Habitat Protection Areas and Natural Heritage Areas
- N/A    ☐    Forest Conservation exemption with correct note and signatures - choose from the following:  
**Intra-family Transfer:** Used when property is to be subdivided and transferred to the current owners child, grandchild, parent or sibling. Also used for an owner to build a home for themselves.

**Signature block for plat:** *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph K, Intra-Family Transfer Exemption. The property shown on this plat is for transfer between family members. If this subdivision does not remain in the possession of the grantee for a period of five years after the date of recordation, the owner must notify the Charles County Planning Division and may lose exemption from the Charles County Forest Conservation Ordinance.”*

Grantor	Date	Relationship
Grantee	Date	Relationship

**Real Estate Transfer:** Used when property is to be subdivided and transferred to adjacent property owners and records a deed of consolidation.

**Signature block for plat:** *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph O, Real Estates Transfer Exemption. The property shown on this plat is for Real estate Transfer to provide a security, leasehold, or other legal or equitable interest, including a transfer of title, for a portion of a lot or parcel provided that the transfer does not involve a change in land use, or new development or redevelopment, with associated land disturbing activities. This subdivision is for the sole purpose of transfer.”*

Grantor	Date	Grantor	Date
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**Planned Unit Development note for plat:** *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph N, Planned Unit Development Exemption.”*

**Subdivision of Existing Dwelling Parcel:** Used when property is to be subdivided and contains an existing, legal dwelling. The parcel created around the existing, legal dwelling can not be greater than two times the base zone and the residue must meet the Subdivision Regulations and Forest Conservation Ordinance definition of residue. The residue will be subject to the Forest Conservation Ordinance upon application for any other regulated activity.

**Note for plat:** *“This plan of subdivision has the exemption from the Forest Conservation Ordinance according to Article 3, Section 4, Paragraph P, Existing Dwelling Exemption. Should the residue shown on this plan be subject to further development or subdivision the requirements of the Forest Conservation Ordinance must be met and no other exemption may be used.”*

**Subdivision of parcel less than 40,000 square feet:** Used when property is to be subdivided to create a lot less than 40,000 square feet. The parent parcel can only use this exemption for the creation of one lot. The residue will be subject to the Forest Conservation Ordinance upon application for any other regulated activity.

**Note for plat:** *“This plan of subdivision does not meet the application requirements for Forest Conservation since the lot to be created is less than 40,000 square feet. Should the residue shown on this plan be subject to further development or subdivision the requirements of the Forest Conservation Ordinance must be met and no other exemption, to include this exemption, may be used.”*

## **2. Forest Conservation**

- ☐ Exempt (skip to 3)    ☐ Applicable (complete section below)
- ☐ Forest Conservation plans submitted with application and fees
- ☐ Forest Conservation Easements are delineated on the plat and match the approved Final Forest Conservation Plan
- ☐ Easement Document and Exhibit A have been signed and submitted for review
- ☐ The Forest Conservation Easement is tied down with the same method used on the Final Forest Conservation Plan
- ☐ Forest Conservation note *“This plan of subdivision is subject to a Forest Conservation Easement as recorded in the Land Records of Charles County and is also subject to a Forest Conservation Plan as filed in F.C. file # FC \_\_\_\_\_ in the Charles County Planning Office.”*
- ☐ Natural regeneration or afforestation and reforestation Maintenance Agreement and Bond submitted

## **3. Critical Area**

- ☐ Exempt    ☐ Applicable (complete section below)
- ☐ Critical Area note *“This property lies (wholly or partially) within the (RCA, LDA or IDA) Overlay of the Chesapeake Bay Critical Area”*
- N/A ☐ 100 foot or expanded Buffer delineated

- N/A ☐ Critical Area note “No clearing or disturbance of vegetation allowed within the Critical Area Buffer unless otherwise permitted by the Planning Division with an approved Buffer Management Plan.”
- ☐ Critical Area calculations:
- ☐ Total acreage
  - ☐ Total tidal wetland acreage
  - ☐ Total uplands (total acreage minus total tidal wetlands acreage)
  - ☐ Density allowed utilizing upland acreage
  - ☐ Density proposed
  - ☐ Total forested area
  - ☐ Total impervious surface (existing)
- N/A ☐ If the Buffer is not fully established in forest the following items are required:
- ☐ A note indicating how the Buffer will be forested; natural regeneration, afforestation or reforestation
  - ☐ A Maintenance Agreement and Bond are submitted
- ☐ A separate Environmental Features Map showing the following items:
- ☐ Field delineated topography
  - ☐ Slopes analysis
  - ☐ Woodline or individual tree locations
  - ☐ 100 foot Buffer
  - ☐ 100 foot Buffer expanded in accordance with the **Charles County Zoning Ord.** Article 131 B
  - ☐ Soils from the most recent Soil Survey
  - ☐ Proposed limits of disturbance
  - ☐ Location of all existing structures
  - ☐ Field delineated tidal and non-tidal wetlands with buffer

#### **4. Critical Area Information (if applicable)**

- N/A ☐ Intra-family transfer note with signatures
- N/A ☐ Draft deed including intra-family note
- N/A ☐ Habitat Protection Areas delineated
- N/A ☐ Natural Heritage Areas delineated
- N/A ☐ Rare, Threatened or endangered species protection area addressed:
- ☐ Forest Interior Dwelling Species
  - ☐ Eagle nests within 1/4 mile
  - ☐ Anadromous fish spawning
  - ☐ Waterfowl staging areas
  - ☐ Colonial Nesting Waterbird sites
- N/A ☐ Habitat Protection Plan

N/A    ☐    Buffer Management Plan

#### **IV.    RIGHTS OF WAY SECTION**

##### **Easements**

- ☐ The owner is to provide dedication documents for the road widening area with the 2<sup>nd</sup> submittal of the final plat. These will include:
  - I. a preliminary title report,
  - ii. deed (to convey the dedication strip to the county now)
  - iii. a letter from the surveyor verifying with signature and seal, and
  - iv. the date that the iron survey markers were set and flagged.
- ☐ The flags will help the County inspector to easily locate the pipes.
- ☐ Bearings and Distance
  - Information is given around the perimeter of each street, fee take area, easement area or dedication area. Easements may be located by being tied to property lines when practical or by simply giving the centerline information if symmetric.
- ☐ Area
- ☐ Of new streets, dedication area (fee take area or easement area) is given in sq feet and acres.
- ☐ Plat shows the name, location and right-of-way width of existing and proposed public roads.
- ☐ Plat shows the correct width, plat book reference & liber and folio for all existing roads & easements.
- ☐ A copy of the 911 road name approval letter
- ☐ Road names are correct on all sheets of the plat
- ☐ Roads that connect to an adjoining subdivision are aligned properly
- ☐ There are no encroachments on any of the easements
- ☐ Permanent survey markers are to be placed at the intersection of streets and alleys with plat boundary lines and at all points along the ROW where there is a change in direction or curvature.
- ☐ Adjacent & Contiguous Properties
  - Owner information (such as deed reference and lot, block and parcel number and street address) shall be shown for all properties affected by the take or subdivision.
- ☐ Match Lines; are contiguous with proposed or existing lot, property, easement or ROW lines.
- ☐ Lots are encumbered by easements
- ☐ Easements/Rights-Of-Way shown on plat concur with construction plans
  - ☐ Easement extends to Water House Connection or Sewer House Connection
  - ☐ Townhouse projects can combine water, sanitary, sewer and private drainage easements to reduce clutter - but public drainage easements must be delineated.
  - ☐ Easements are provided to serve adjacent properties/subdivisions.
  - ☐ ROW is extended to serve residue parcels.
  - ☐ Easements are wide enough to permit a 1:1 back slope of trench or use of a mule.

- ☐ Easements that run to the end of a subdivision, connect properly to off-site easements.
- ☐ Stormwater Management Easements
- ☐ Dedication area along the existing right-of-way is shown as a separate parcel, includes metes and bounds as well as square footage and acreage of dedication parcel.
- ☐ Public Use Lot; proposed use is clearly specified on the plat.
- ☐ Acceleration/Deceleration Lane: this part of the dedication area is included in the road right-of-way.
- ☐ All easements and roads agree with approved construction plans.
- ☐ Limiting Statement for C.P. plats and plats prepared specifically to convey property to the County: *"This plat has been prepared for the exclusive use of Charles County Planning and Growth management for the acquisition of the property, easement(s) and/or right(s)-of-way shown hereon."*

## **V. HEALTH DEPARTMENT**

- ☐ A Sewage Easement Plat must be completed and approved, prior to plat recordation.
- ☐ Submit a copy of the approved allocation for water and/or sewerage service from the Charles County Department of Planning and Growth Management. Please include the cover letter and worksheet.
- ☐ The following standard statement must be added to the plat:  
*"Approval of this plat is based on the reasonable expectation that the water and/or sewer services which is planned for the development will be available when needed. However, building permits may not be issued until the planned water and/or sewer facilities are completed and determined to be adequate to serve the proposed development" (COMAR 26.04.03.02).*
- ☐ Submit the Health Department review fee. Make checks payable to the "Charles County Health Department."
- ☐ Add the following standard notes (as appropriate):
  - ☐ *"Lot \_\_ is served by an individual septic disposal system and well drilled to an approved, confined aquifer. This plat is in compliance with the Charles County Comprehensive Water and Sewer Plan."*
  - ☐ *"This Health Department approval certifies that the lot shown hereon is in consonance with pertinent laws and regulation as of the approval date. However, this approval is subject to change in such laws and regulations. Change in topography or site designation may void this approval. The designated perc area is the only perc area approved by the Charles County Health Department for sewage disposal purposes. The approved lot includes an approved area of at least 10,000 sq. ft. for sewage disposal purposes as required by current Maryland State Health Department Law. Improvements of any other nature, including but not limited to the installation of other utilities in this area, may render this lot undevelopable. To determine the exact area of the lot approved for sewage disposal purposes, or to establish a different area for such purposes, you must contact the Charles County Health Department, Office of Environmental Health."*

- ☐ *"No well or septic within 100 ft. or those shown hereon."*
- ☐ *The following must be stated on the plat, "The property that is affected by this plat of subdivision is designated as W-\_\_\_\_\_ and S-\_\_\_\_\_ on the Water and Sewer Plan Maps. Based on the allocation policy contained in Section 6.3 of the Charles County Sewer and Water Ordinance a bulk allocation for water and sewer is set aside for commercial and industrial projects. The specific sewer and water allocation will be assigned upon the approval of the Development Services Permit for associated development on these lots." Please fill in the Water (W) and Sewer (S) designations when putting this statement on the plat.*
- ☐ Approval Block  
*This plat has been reviewed and found to be in conformance with applicable provisions of COMAR26.04.03*  
**Director, Charles County Environmental Health**

#### **VI. ROAD NAME POLICY (SEE ATTACHMENT A, 911 ADDRESSING POLICY)**

- ☐ Any New Road(s) Proposed
- ☐ Names Approved by 911 (submit letter)
- ☐ Verify and reserve Subdivision names w/911
- ☐ Verify road names already reserved
- ☐ Common access need to be named (2 lots or more)
- ☐ Furnish a draft copy of the joint access maintenance agreement
- ☐ A copy of the recorded document will need to be furnished to this office after final plat recordation

#### **VII. FINAL CHECKLIST FOR PLACEMENT: ON PLANNING COMMISSION AGENDA PER THE PLANNING COMMISSION RULES OF PROCEDURES (IF NECESSARY) OR SUBMISSION FOR SIGNATURE TO PLANNING DIRECTOR**

All of the following items must be completed prior to submission to the PC meeting, to be placed on the agenda or to the Planning Director:

- ☐ ALL Agency Sign-Offs in AS400
- ☐ All Bonding Established (public improvements, recreational facilities, reforestation, homeowner amenities)
- ☐ Developers Agreement must be signed by County Commissioner President.
- ☐ If pre -1996 Subdivision Regulations are Amenities Complete and (inspected and approved)
- ☐ Development Services Permit ready to be issued
- ☐ ROW Dedications Complete, signed and submitted to the County Attorney's Office for review.
- ☐ Stormwater, W/S dedications complete, signed and submitted to the County Attorney's Office for review.
- ☐ FC Easement Documents Complete, signed and submitted to the County Attorney's Office for review.

- ☐ FC reforestation bond amounts established, Bonding Complete
- ☐ School Allocations obtained and noted on plat.
- ☐ W/S application approved, 50% of connection fee paid
- ☐ Health Department fees paid
- ☐ Health Department Signature on plat.
- ☐ Joint Access/Common Access Maintenance Agreement received
- ☐ Deed of Consolidation Received, if necessary
- ☐ Taxes Paid (submit paid tax receipt)
- ☐ Private Stormwater Management Inspection & Maintenance Agreement received.

**Prior to recordation of the plat the following must be completed.**

- ☐ Development Services Permit Issued
- ☐ ROW Dedications Complete, signed by President of Commissioners
- ☐ Stormwater, W/S dedications Complete, Signed by President of the Commissioners
- ☐ FC Easement Documents Complete, signed by President of the Commissioners
- ☐ Recorded Deed of Consolidation Received, if necessary

**Post Recordation**

- ☐ Recorded Deed of Consolidation Received, if necessary
- ☐ Distribution copies made and submitted.

**ATTACHMENTS:**

1. Plat Approval Process Flowchart



## **Resubmission Guideline Requirements**

This information is being requested to establish guidelines to facilitate more efficient distribution of project resubmission packets to agencies and thereby improve the review process and make it faster.

- Provide individual copies of response letters for each remaining reviewing agent. (Just like each agent receives an individual copy of the plat for review.)
- If the item is not a new legal document, but a copy of an existing document, etc., please label (with their name) the item requested by the specific agent so that it can be forwarded directly to them. (This helps the processor to forward the information to the right agent instead of trying to guess per the response letter who it needs to go to.)
- If the requested documents are new original legal documents please forward those directly to the requesting agent in a separate package.

**IMPORTANT PLEASE NOTE:** All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

**Effective 06-30-2015**

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